

Microsoft Excel 2016: Beginners and Intermediate Training



Introduction to Excel's Basic Features

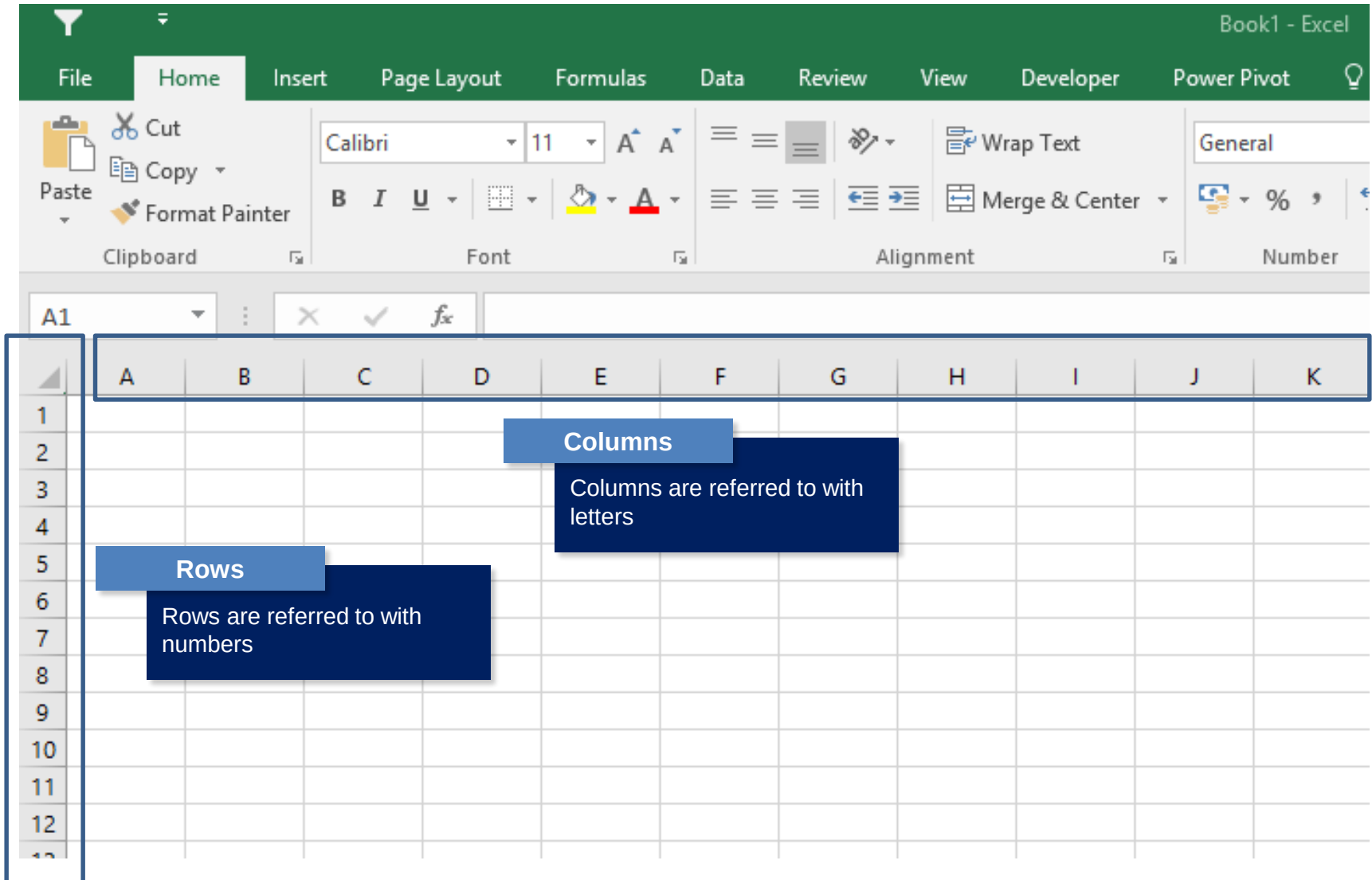
Index

	Page #
Column and row references	5-6
Name box	7
Formula bar	8-10
Working with spreadsheets	11-13
Operations with rows and columns	14-18
The Ribbon	19
Explore the Ribbon	20-27
Right-click on a cell	28
Format cells	29
Repeat the last action	30
Editing a cell's content	31
Creating an Excel formula	32
Copying of cells	33

Index

	Page #
Paste	34
Paste Special	35
Cut	36
Undo & Redo	37
Select an area of cells	38

Column and Row references

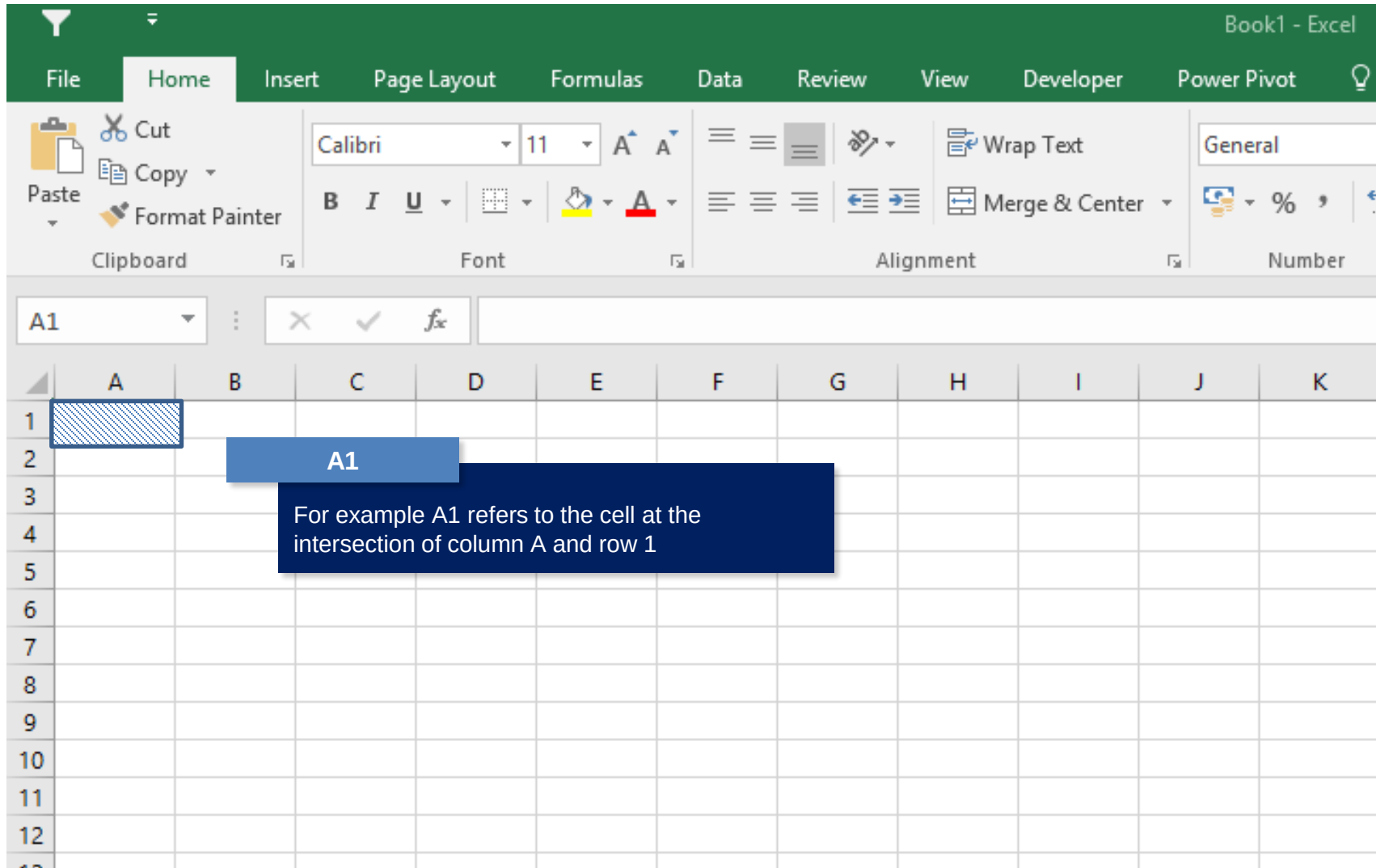


The image shows the Microsoft Excel interface. The ribbon at the top includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and Power Pivot. The Home tab is active, showing groups for Clipboard, Font, Alignment, and Number. Below the ribbon, the formula bar shows 'A1'. The grid below has columns labeled A through K and rows numbered 1 through 12. Two callout boxes are present: one labeled 'Columns' pointing to the column headers with the text 'Columns are referred to with letters', and another labeled 'Rows' pointing to the row numbers with the text 'Rows are referred to with numbers'.

Columns
Columns are referred to with letters

Rows
Rows are referred to with numbers

Column and Row references



Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Power Pivot

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center, Left, Center, Right, Indent, Decrease Indent, Increase Indent

Number: General, Percentage, Currency, Date, Time, Text, Accounting

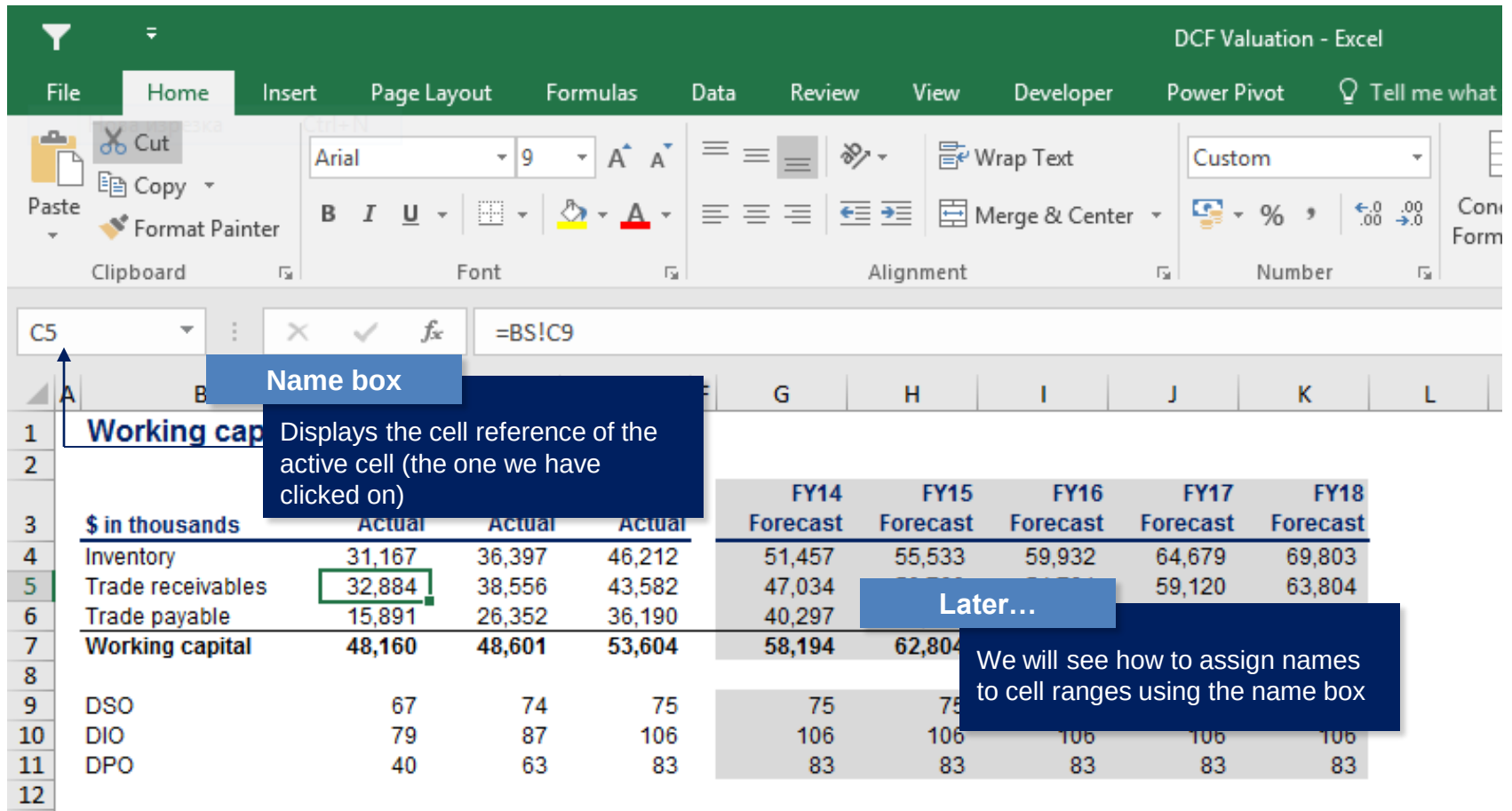
Cell Reference: A1

Grid Columns: A, B, C, D, E, F, G, H, I, J, K

Grid Rows: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Callout: A1

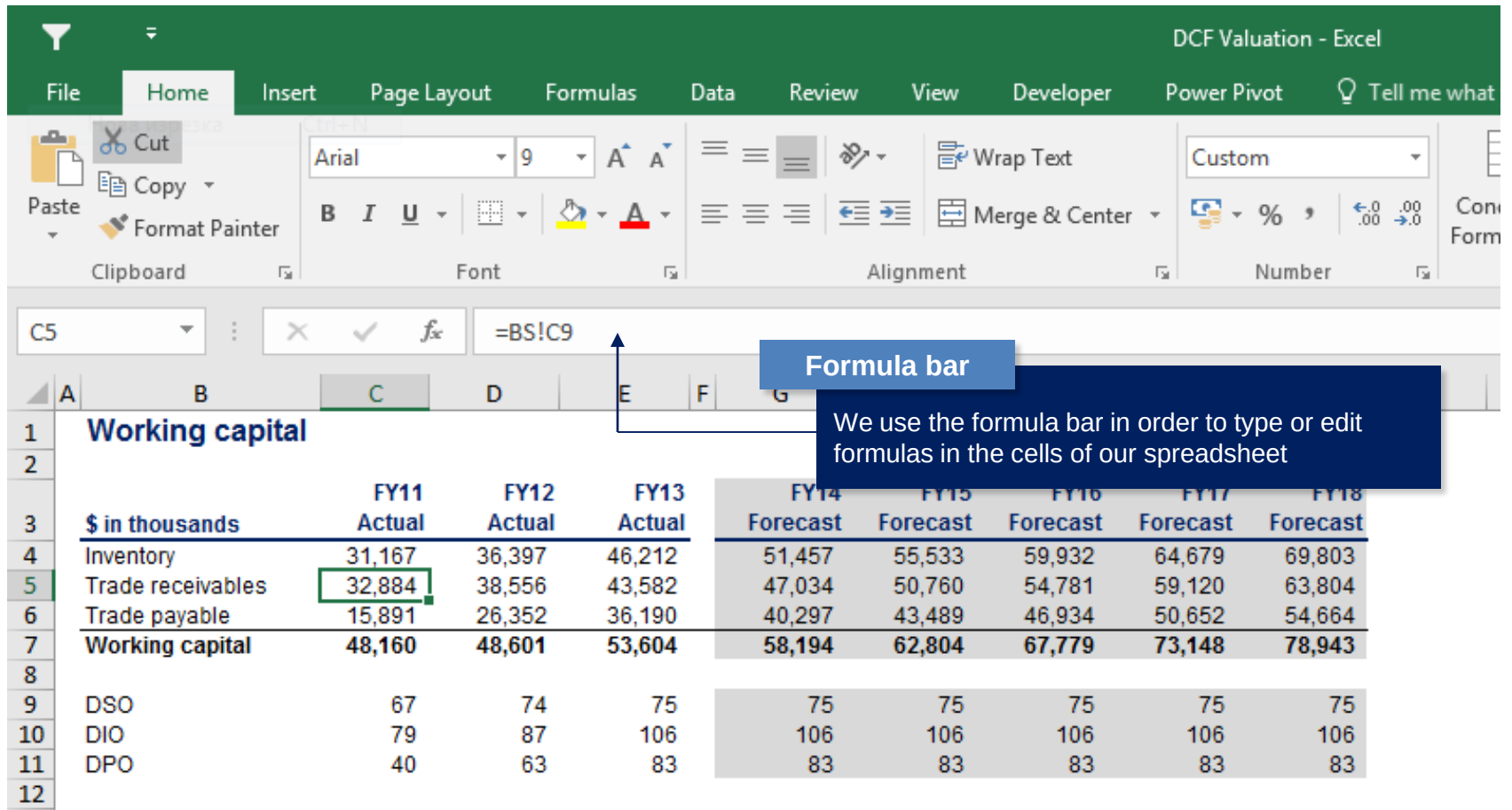
Callout: For example A1 refers to the cell at the intersection of column A and row 1



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Power Pivot, and Tell me what. The Name box at the top left of the worksheet area displays 'C5', indicating the active cell. A blue callout box points to the Name box with the text: 'Name box Displays the cell reference of the active cell (the one we have clicked on)'. The worksheet contains a table with financial data. The first part of the table is labeled 'Working capital' and includes rows for Inventory, Trade receivables, Trade payable, and Working capital. The second part of the table is labeled 'Later...' and includes rows for DSO, DIO, and DPO. The table data is as follows:

		FY14	FY15	FY16	FY17	FY18
		Forecast	Forecast	Forecast	Forecast	Forecast
Inventory	31,167	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	47,034			59,120	63,804
Trade payable	15,891	40,297				
Working capital	48,160	58,194	62,804			
DSO	67	75	75			
DIO	79	106	106	106	106	106
DPO	40	83	83	83	83	83

A blue callout box points to the 'Working capital' row with the text: 'We will see how to assign names to cell ranges using the name box'.



DCF Valuation - Excel

File Home Insert Page Layout Formulas Data Review View Developer Power Pivot Tell me what

Cut Copy Paste Format Painter

Arial 9 A A B I U Font Color Background Color

Wrap Text Merge & Center

Custom % , .0 .00 .00

C5 X ✓ fx =BS!C9

Formula bar

We use the formula bar in order to type or edit formulas in the cells of our spreadsheet

		FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
1	Working capital								
2									
3	\$ in thousands								
4	Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
5	Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
6	Trade payable	15,891	26,352	36,190	40,297	43,489	46,934	50,652	54,664
7	Working capital	48,160	48,601	53,604	58,194	62,804	67,779	73,148	78,943
8									
9	DSO	67	74	75	75	75	75	75	75
10	DIO	79	87	106	106	106	106	106	106
11	DPO	40	63	83	83	83	83	83	83
12									

Formula bar

DCF Valuation - Excel

Page Layout Formulas Data Review View Developer Power Pivot Tell me what you want to do

Font Alignment Number Styles Cells

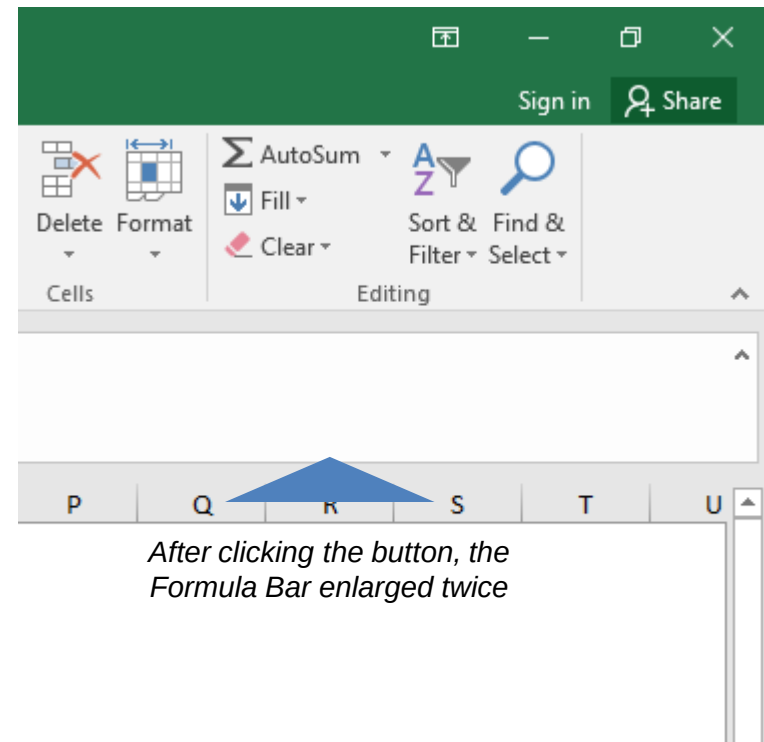
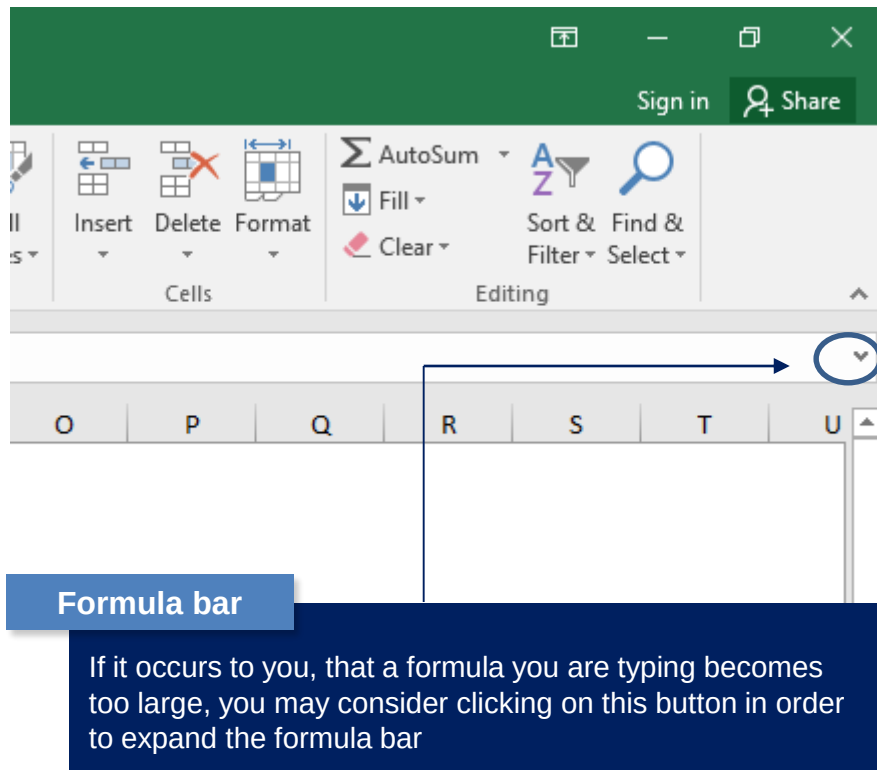
Formula bar: =SUMI

Formula suggestions: SUMIF, SUMIFS

Once you start typing, the formula bar would provide suggestions for the formula that you might be looking for. It will also display the necessary arguments of the formula once you select it

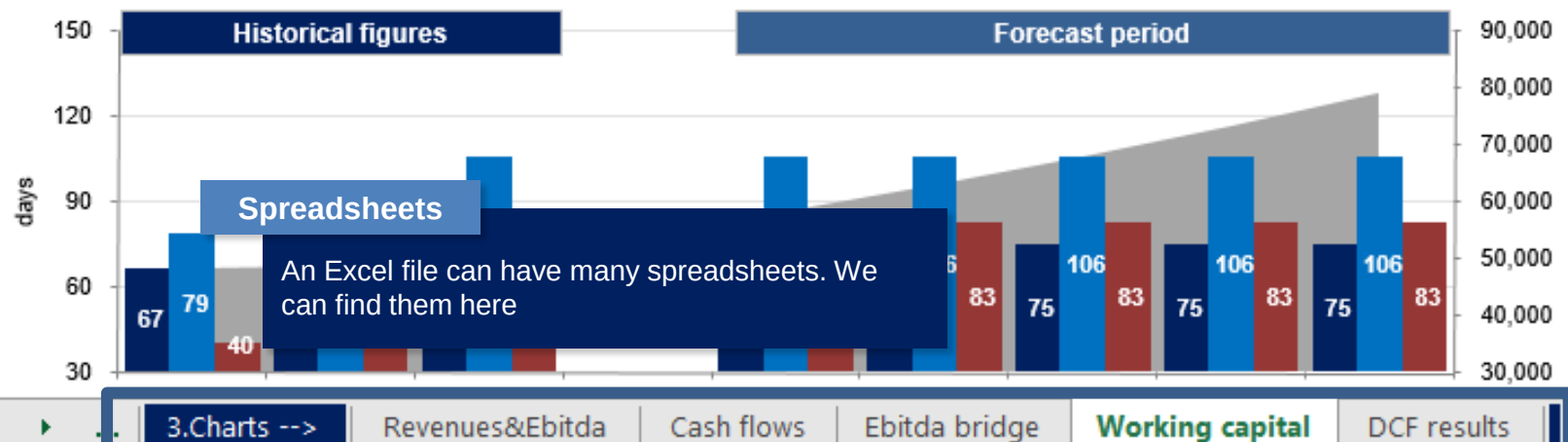
FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
891	26,352	36,190	40,297	43,489	46,934	50,652	54,664
160	48,601	53,604	58,194	62,804	67,779	=SUMI	78,943
67	74	75	75	75	75	75	75
79	87	106	106	106	106	106	106
40	63	83	83	83	83	83	83

Expanding the formula bar



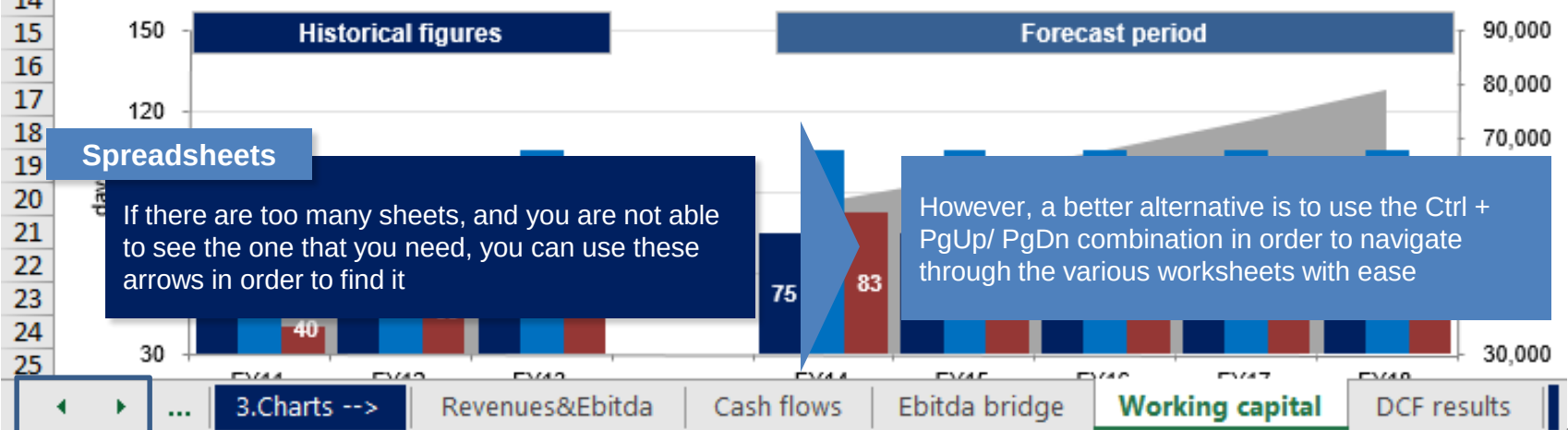
	\$ in thousands	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
3									
4	Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
5	Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
6	Trade payable	15,891	26,352	36,190	40,297	43,489	46,934	50,652	54,664
7	Working capital	48,160	48,601	53,604	58,194	62,804	67,779	73,148	78,943
8									
9	DSO	67	74	75	75	75	75	75	75
10	DIO	79	87	106	106	106	106	106	106
11	DPO	40	63	83	83	83	83	83	83

FY11-FY18: Working capital development



	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
\$ in thousands								
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
Trade payable	15,891	26,352	36,190	40,297	43,489	46,934	50,652	54,664
Working capital	48,160	48,601	53,604	58,194	62,804	67,779	73,148	78,943
DSO	67	74	75	75	75	75	75	75
DIO	79	87	106	106	106	106	106	106
DPO	40	63	83	83	83	83	83	83

FY11-FY18: Working capital development



	E	F	G	H	I	J	K	L	M	N	O	P	Q
--	---	---	---	---	---	---	---	---	---	---	---	---	---

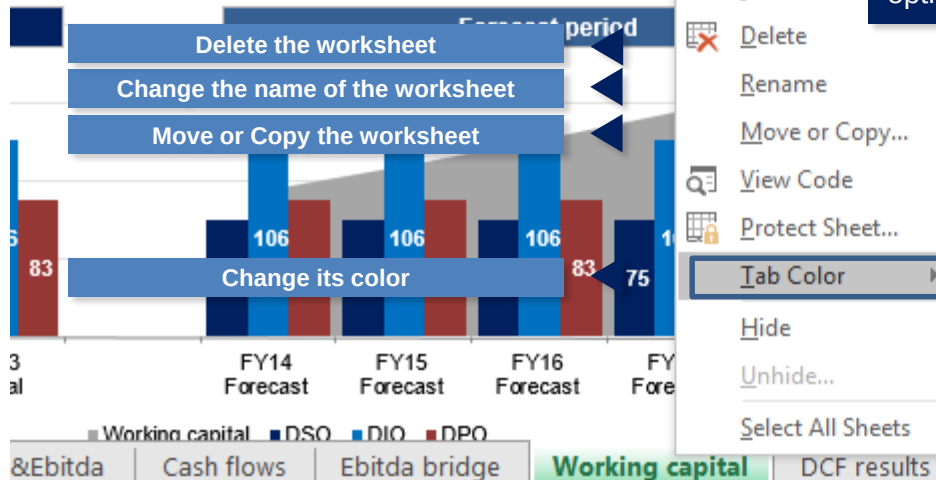
FY12 ctual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
,397	46,212	51,457	55,533	59,932	64,679	69,803
,556	43,582	47,034	50,760	54,781	59,120	63,804
,352	36,190	40,297	43,489	46,934	50,652	54,664
,601	53,604	58,194	62,804	67,779	73,148	78,943

74	75	75	75	75	75	75
87	106	106	106	106	106	106
63	83	83	83	83	83	83

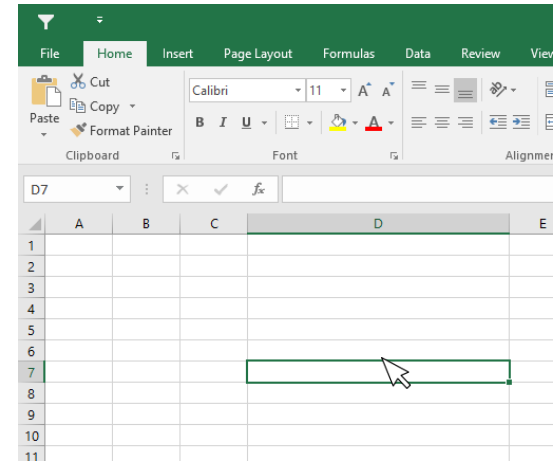
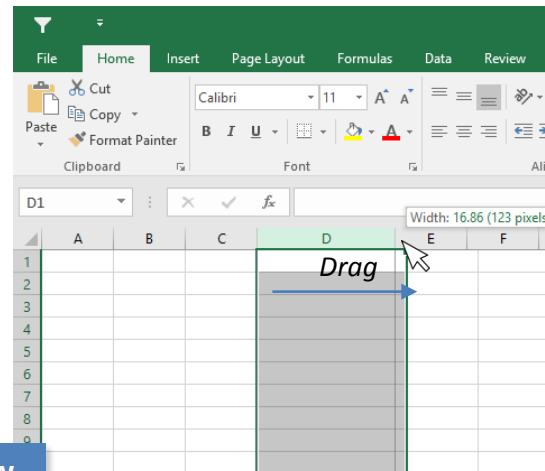
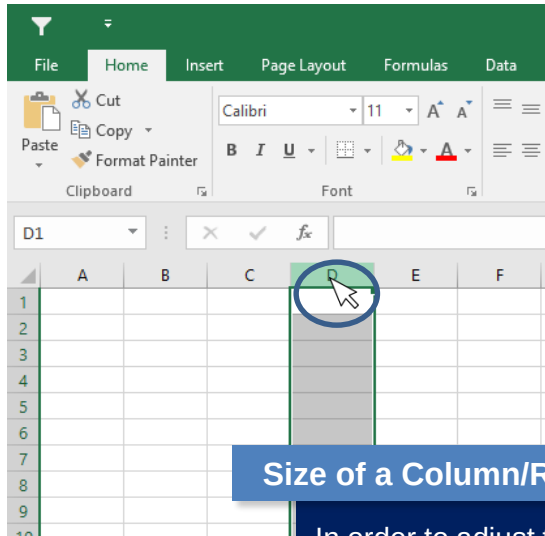
Spreadsheets

By right clicking on a worksheet, several formatting options become available:

ent

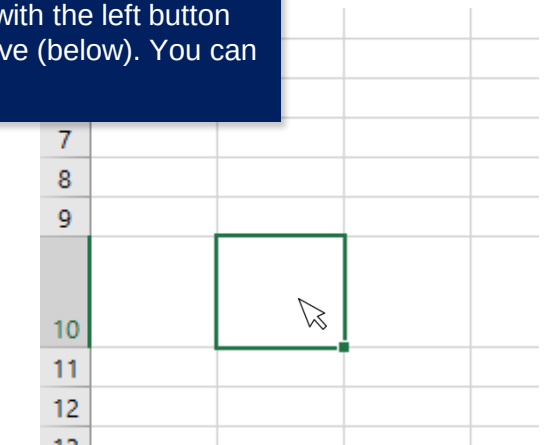
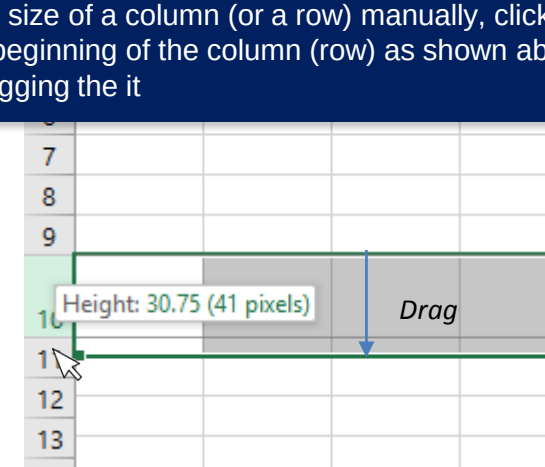
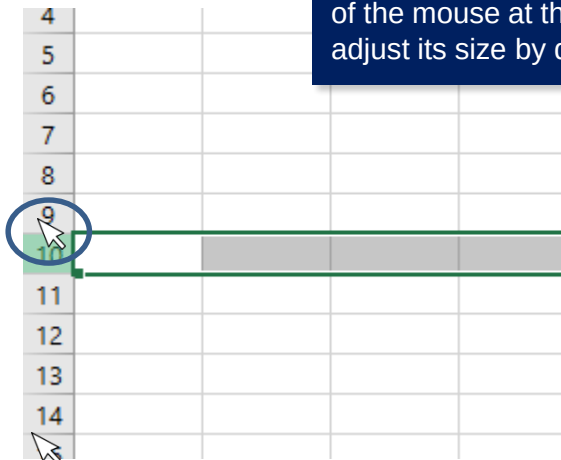


Adjusting the size of a column/row manually

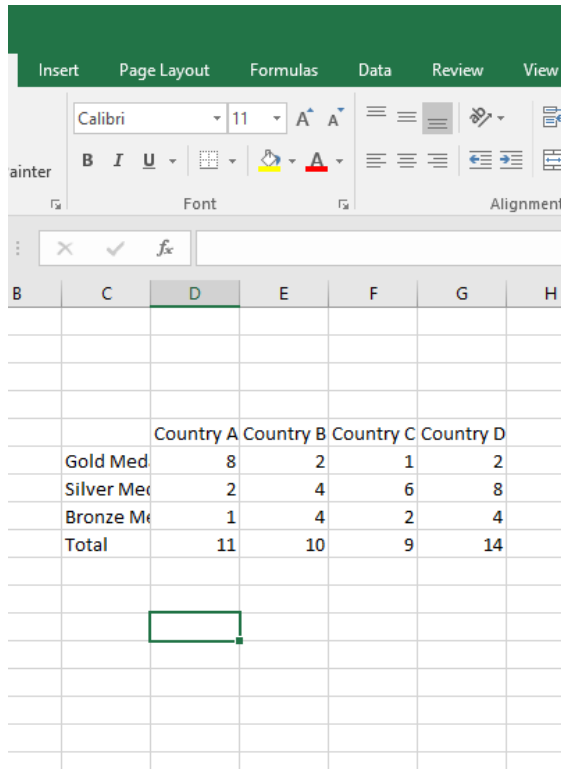


Size of a Column/Row

In order to adjust the size of a column (or a row) manually, click with the left button of the mouse at the beginning of the column (row) as shown above (below). You can adjust its size by dragging the it

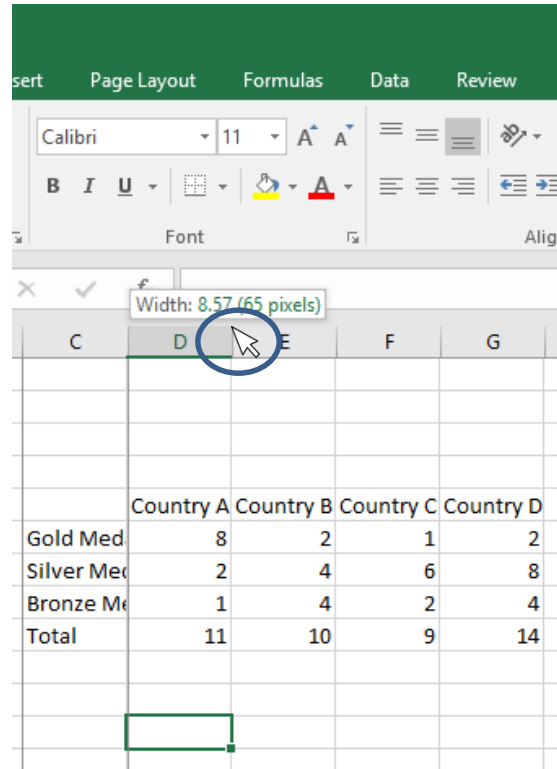


Adjusting the size of a column automatically



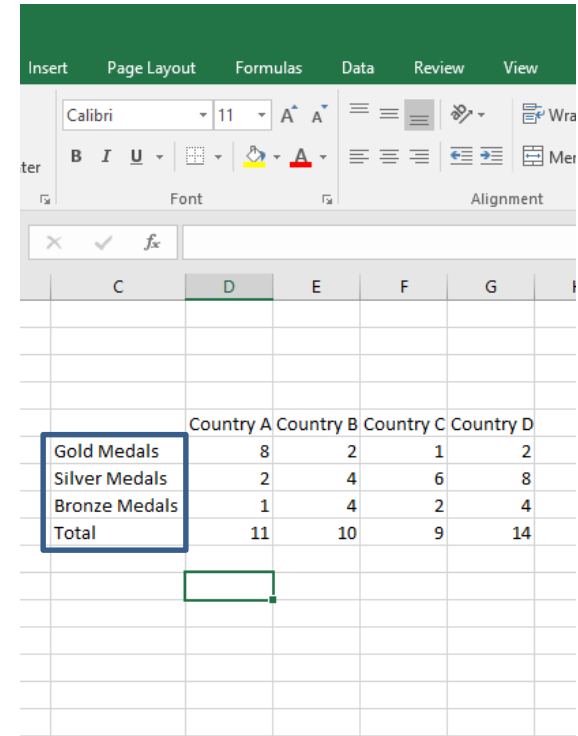
	Country A	Country B	Country C	Country D
Gold Medals	8	2	1	2
Silver Medals	2	4	6	8
Bronze Medals	1	4	2	4
Total	11	10	9	14

If the content of some of the cells within a column does not fit its size (as shown above), you can do the following:



	Country A	Country B	Country C	Country D
Gold Medals	8	2	1	2
Silver Medals	2	4	6	8
Bronze Medals	1	4	2	4
Total	11	10	9	14

Double-click with the left mouse button and adjust the column's size



	Country A	Country B	Country C	Country D
Gold Medals	8	2	1	2
Silver Medals	2	4	6	8
Bronze Medals	1	4	2	4
Total	11	10	9	14

The column would automatically fit the cells' size

Selecting a row/column with the keyboard

Home Insert Page Layout Formulas Data Review View Developer

Cut Copy Format Painter Font Calibri 11 Bold Italic Underline Paragraph Alignment

Select a column

The shortcut for selecting a column is Ctrl + Space

	Country A	Country B	Country C	Country D
Gold Medals	8	2	1	2
Silver Medals	2	4	6	8
Bronze Medals	1	4	2	4
Total	11	10	9	14

Insert Page Layout Formulas Data Review View

Font Calibri 11 Bold Italic Underline Paragraph Alignment

Enter

Formulas: =SUM(E6:E8)

	Country A	Country B	Country C	Country D
Gold Medals	8	2	1	2
Silver Medals	2	4	6	8
Bronze Medals	1	4	2	4
Total	11	10	9	14

Select a row

The shortcut for selecting a row is Shift + Space

	Country A	Country B	Country C	Country D
Gold Medals	8	2	1	2
Silver Medals	2	4	6	8
Bronze Medals	1	4	2	4
Total	11	10	9	14

365 Careers

If you want to delete a column in a sheet, select the column, right-click with the mouse and choose “Delete”, or just use Ctrl and -

The screenshot shows the Microsoft Excel ribbon with the 'Delete' button highlighted in the 'Cut, Copy, and Paste' group. A context menu is open, displaying the following options: 'Delete', 'Clear Contents', 'Format Cells...', 'Column Width...', 'Hide', and 'Unhide'. The background shows a table with columns B, C, and D, and rows for Gold Medals, Silver Medals, Bronze Medals, and Total.

	B	C	D	E	F	G	H
Gold Medals							
Silver Medals							
Bronze Medals							
Total							

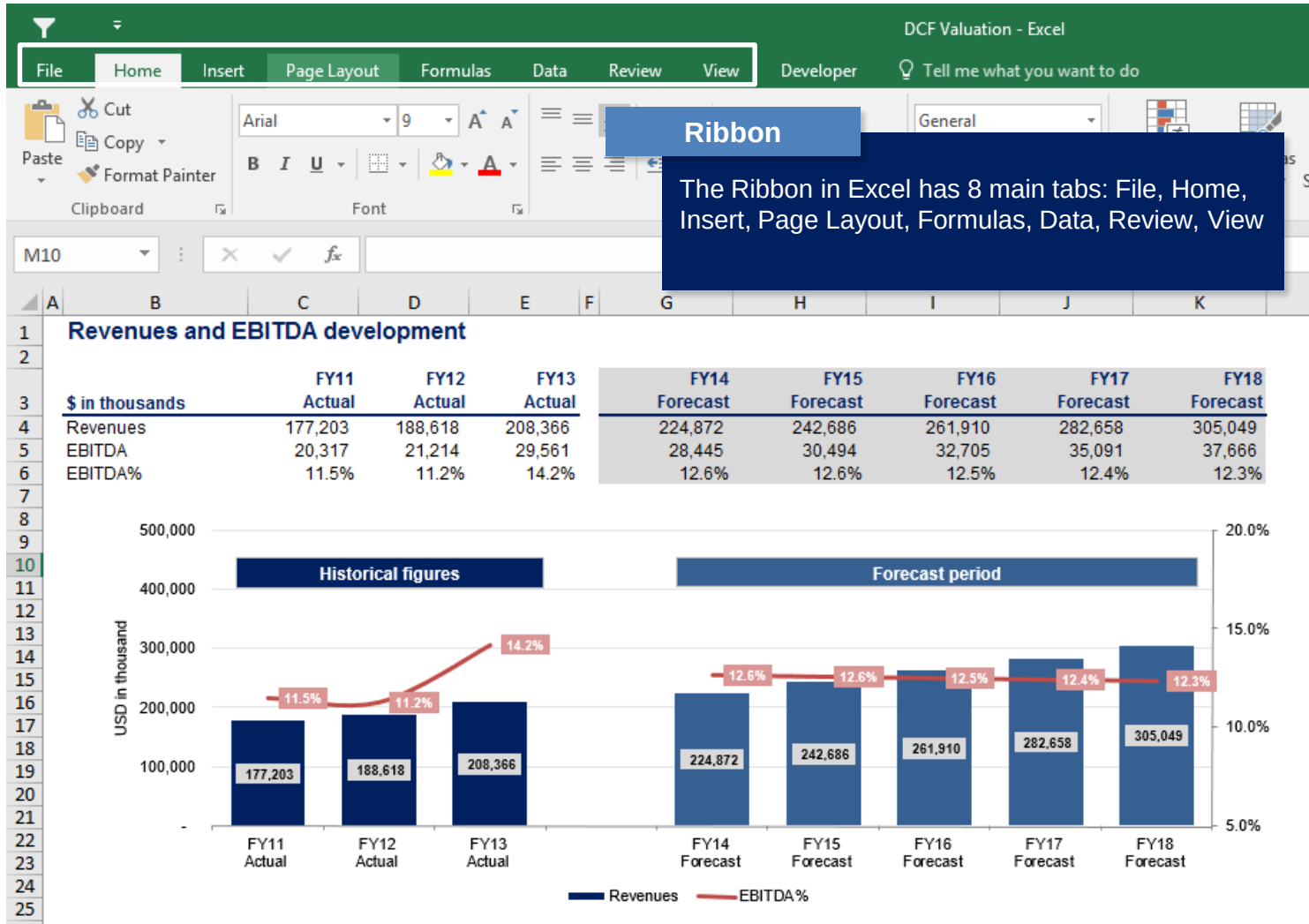
[illegible]

If you want to delete a row in a sheet, select the row, right-click with the mouse and choose “Delete”, or just use Ctrl and -

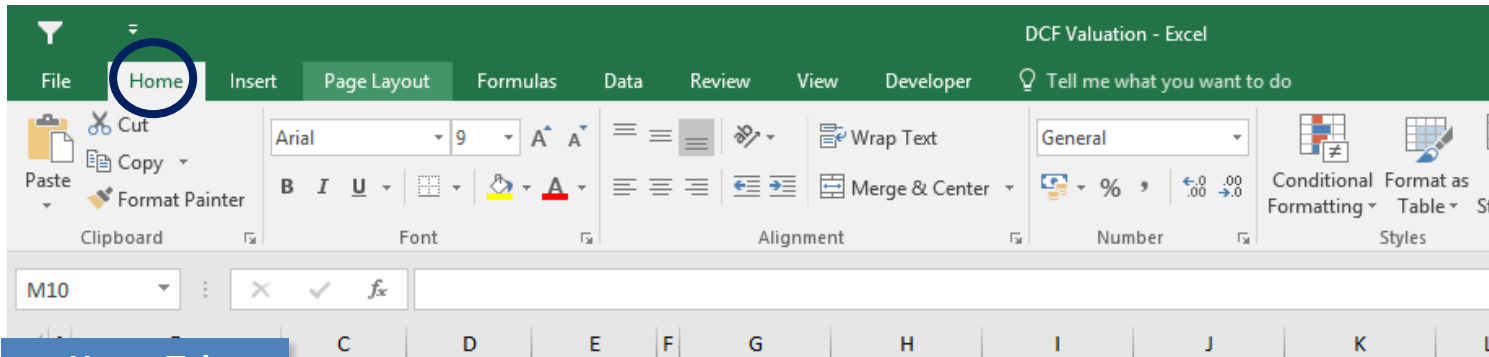
The screenshot shows a Microsoft Excel spreadsheet with a right-click context menu open over a cell. The menu options are: Cut, Copy, Paste Options, Paste Special..., Insert, Delete (highlighted), Clear Contents, Format Cells..., and Row Height... The spreadsheet data is as follows:

	Calibri	11	A	%		8	2	1
6								
7	B	I				2	4	6
8						1	4	2
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								

	A	B	C	D	E
1					
2					
3					
4					
5				Country A	Country B
5			Gold Medals	8	2
7			Silver Medals	2	4
3			Bronze Medals	1	4
9			Total	11	10
0					
1					
2					
3					
4					
5					
6					
7					

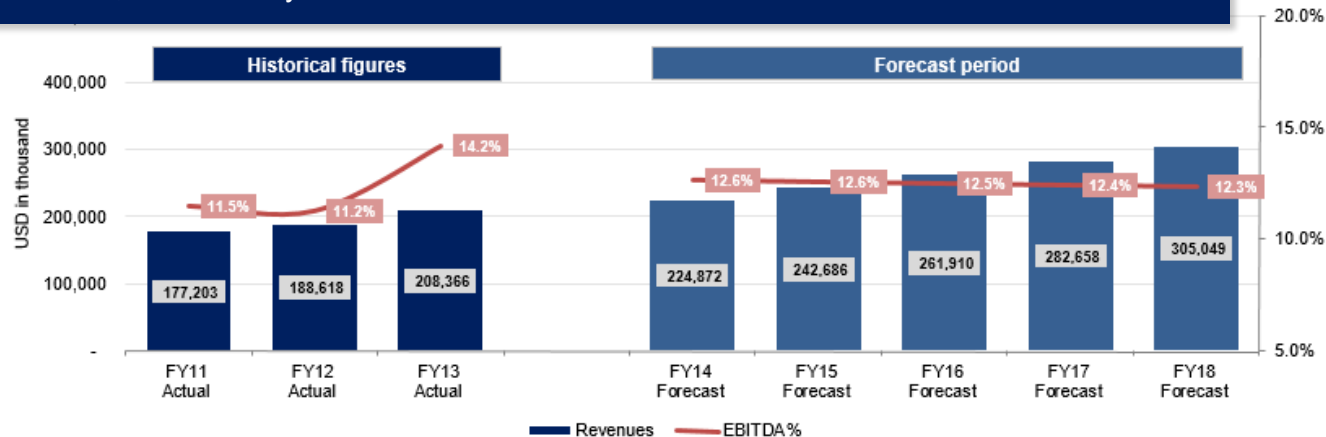


Explore the Ribbon Tabs: Home

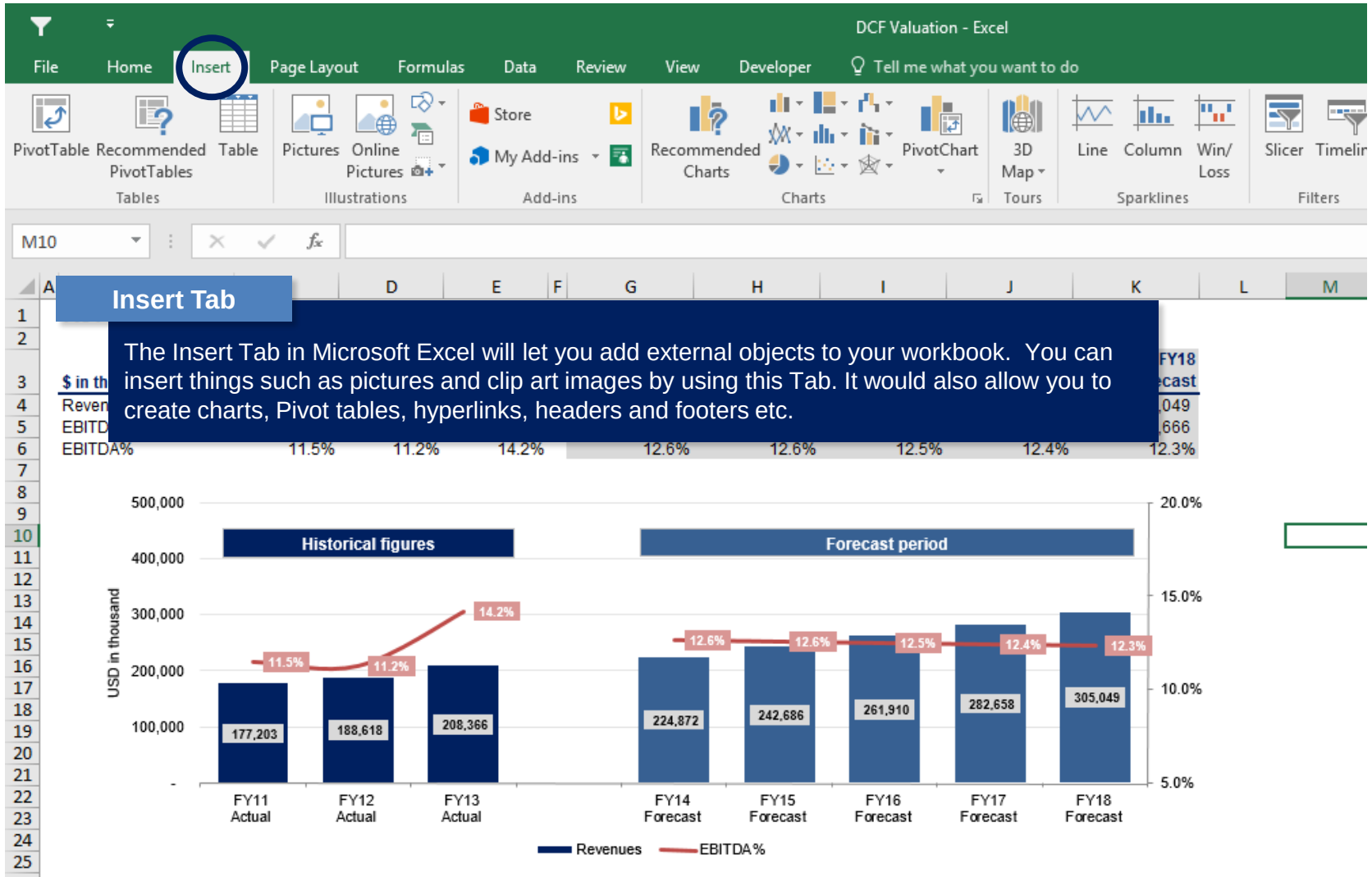


Home Tab

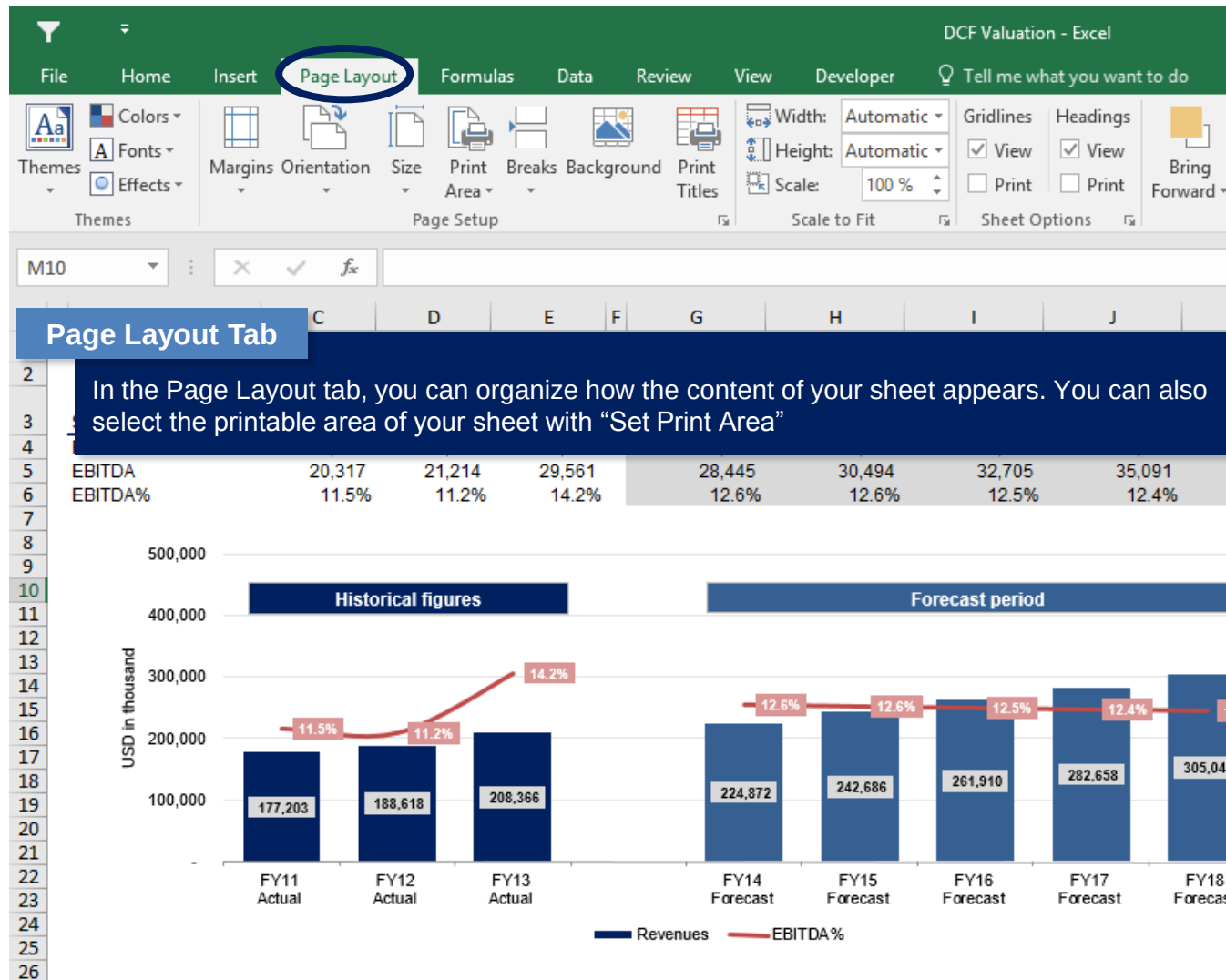
The Home tab contains some of the most frequently used properties. It includes buttons such as Cut, Copy and Paste which can transfer text, data or objects within your files. Most of the formatting options are included here as well. You will find features such as Font, Font Size, Borders of cells, Text color, Alignment etc. Within the Home tab, we can find also the “Find & Select” tool, which is very useful in certain situations



Explore the Ribbon Tabs: Insert

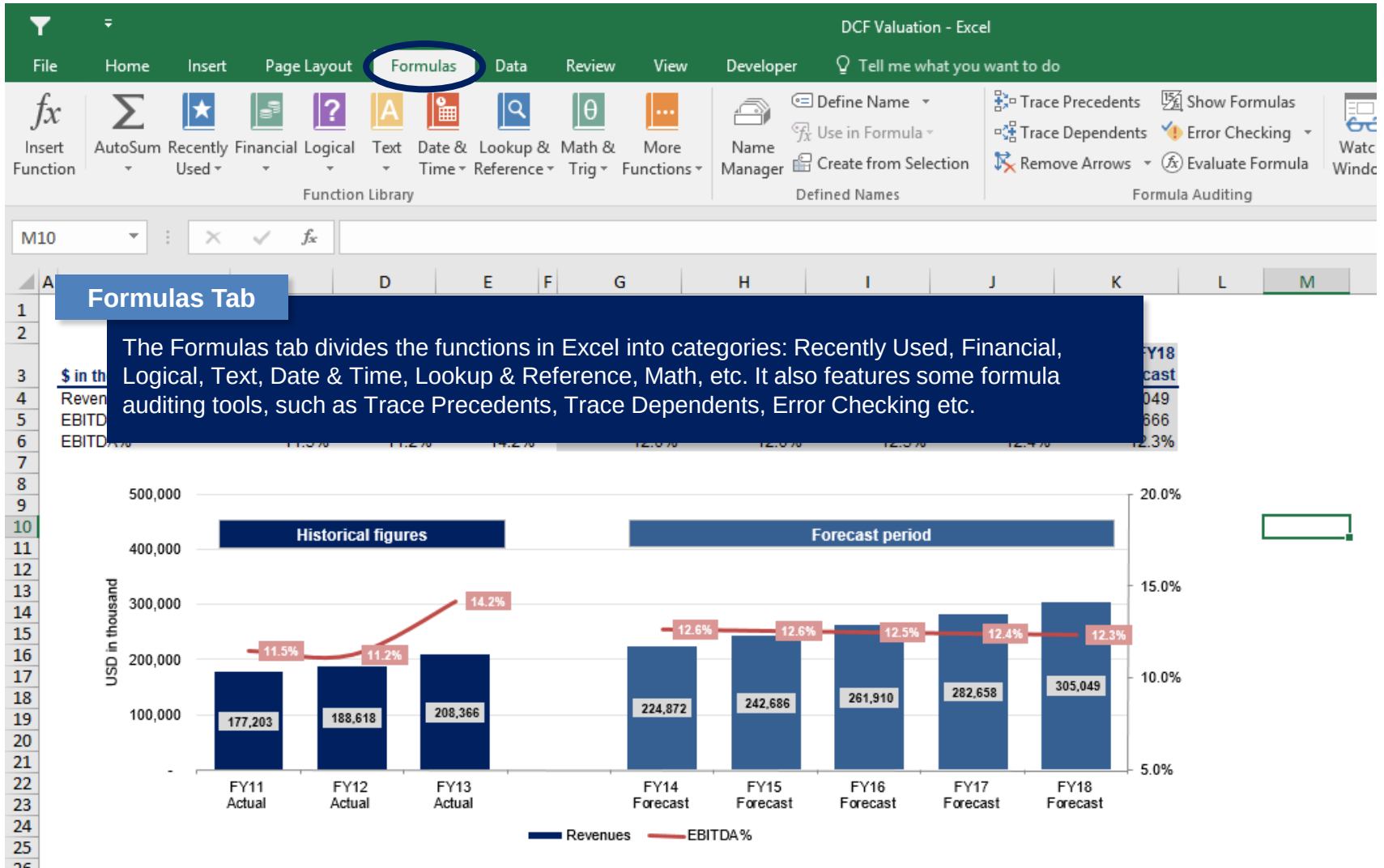


Explore the Ribbon Tabs: Page Layout

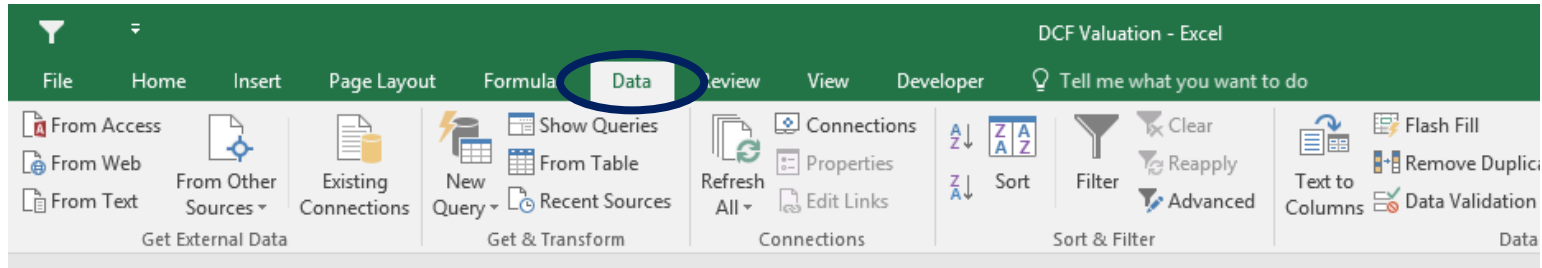


Explore the Ribbon Tabs: Formulas

365 Careers

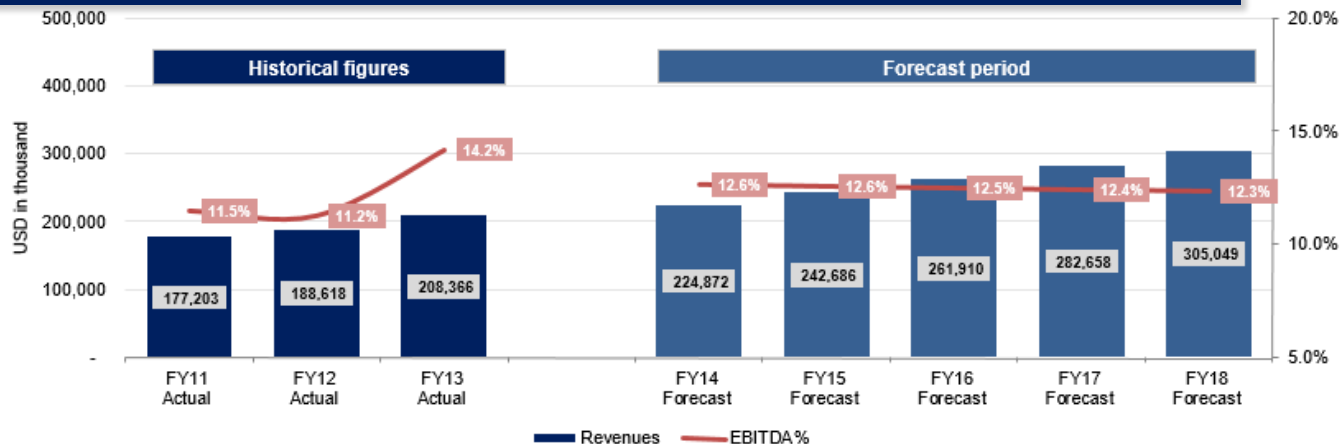


Explore the Ribbon Tabs: Data

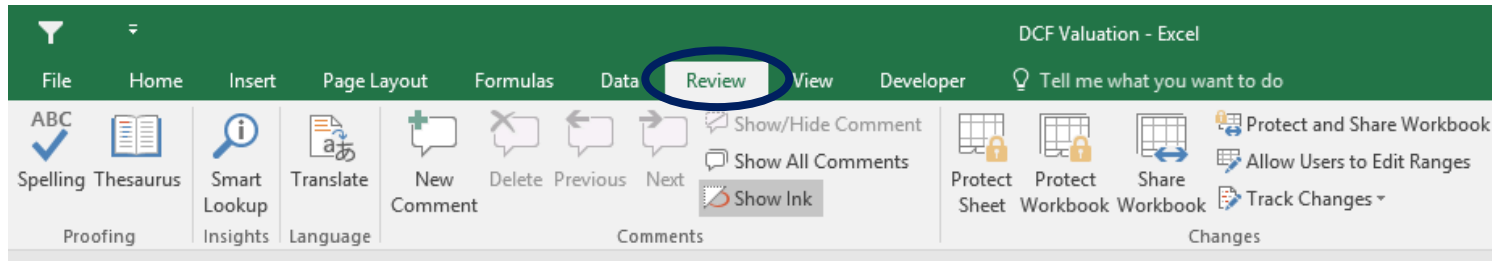


Data Tab

This is where we can find the commands for working with lists and groups of data. Here we have a number of useful applications such as “Remove Duplicates”, “Text to Columns”, “Data Validation”, “What-if analysis” – all of which we will see in detail later in this course. This is also where we find some of the common data management tools such as cell grouping and data sorting

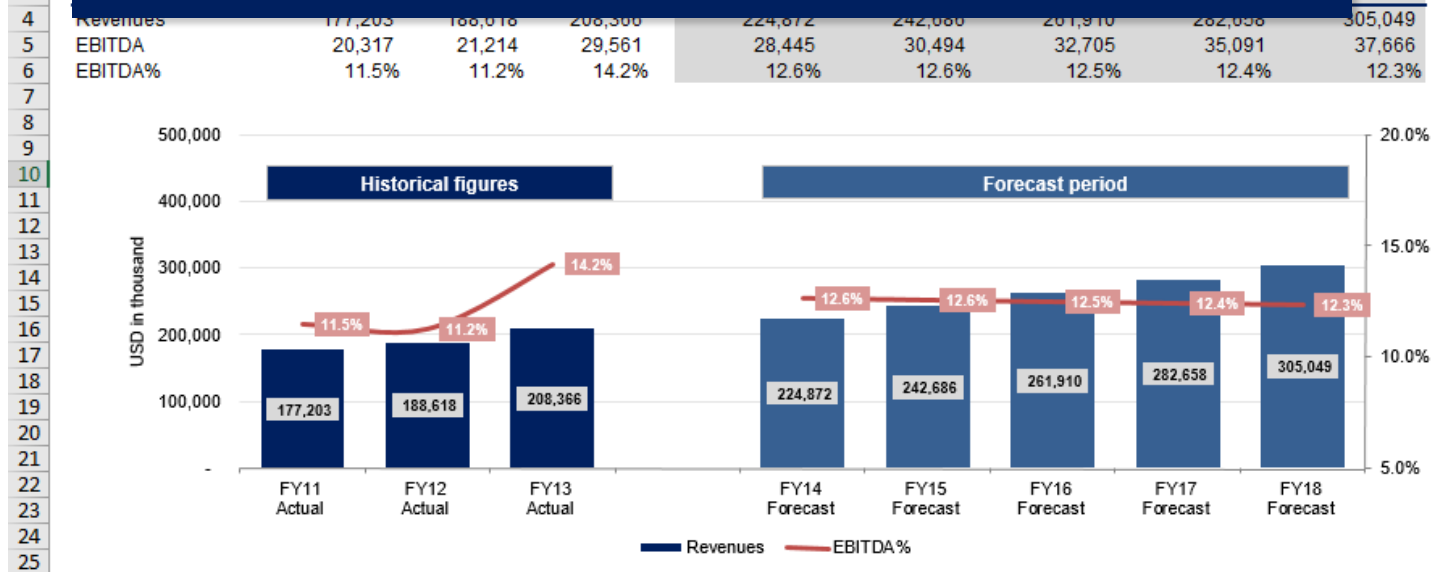


Explore the Ribbon Tabs: Review

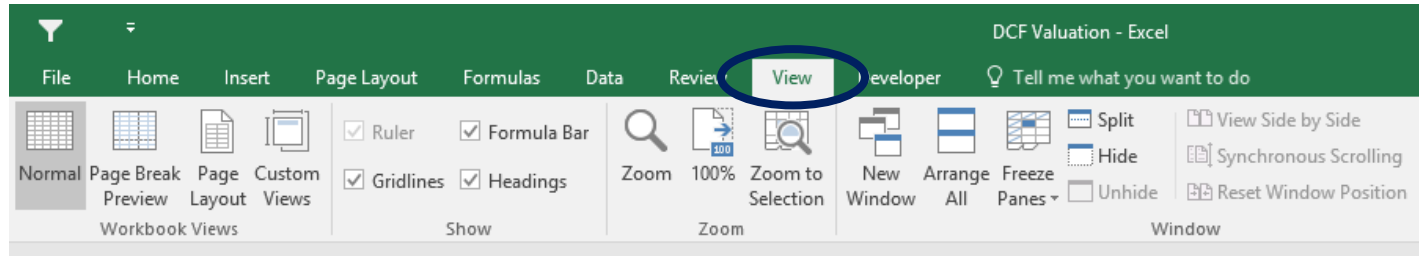


Review Tab

This tab furnishes the instruments which allow you to proofread your Excel files. In addition to that, it enables some protection options as well

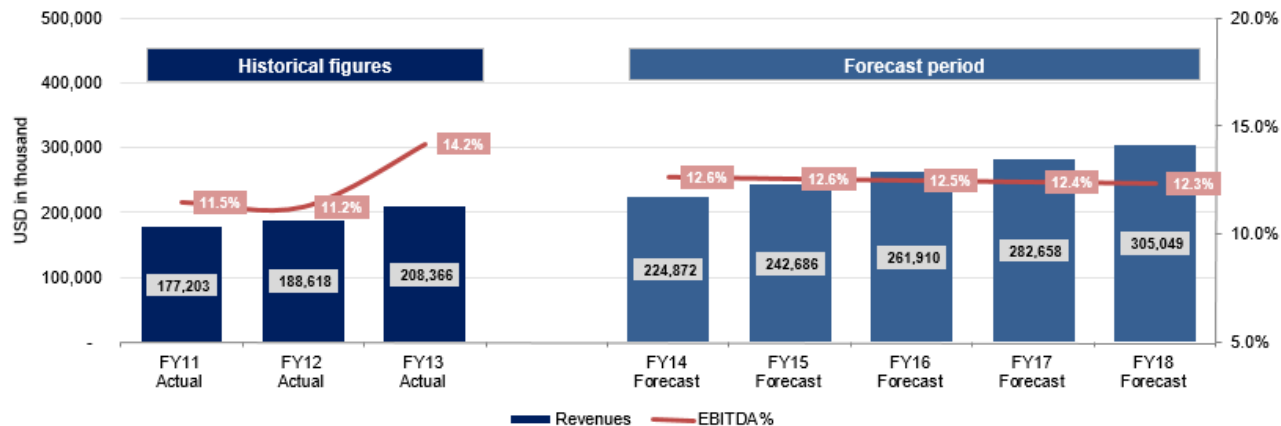


Explore the Ribbon Tabs: View



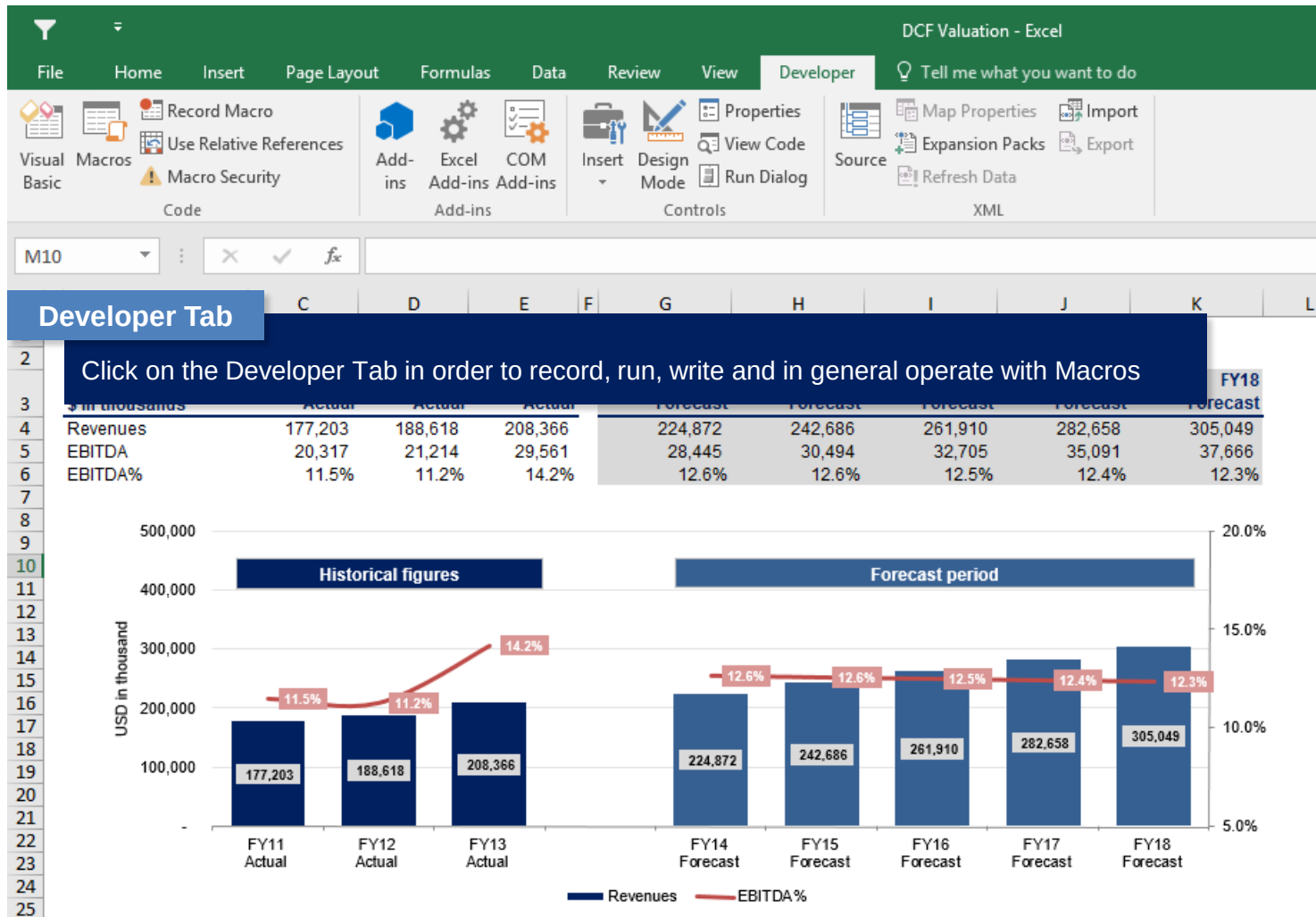
View Tab

The View Tab allows you to customize the way you see your spreadsheet: you can select among different Workbook View options, Zoom options etc.



Explore the Ribbon Tabs: Developer

365  Careers



Right-click on a cell

Right-click on a cell

A number of options are available when you right-click on a cell. You can copy its content, paste the content of a previously copied cell, shift its position (insert or delete), format the cell etc.

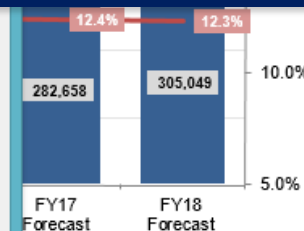
The screenshot displays an Excel spreadsheet titled "DCF Valuation - Excel". The active cell is D5, containing the formula `=P&L!D11`. A right-click context menu is open over cell D5, showing various options: Cut, Copy, Paste Options, Paste Special..., Smart Lookup, Insert..., Delete..., Clear Contents, Quick Analysis, Filter, Sort, Insert Comment, Format Cells..., and Pick From Drop-down List... The background shows a financial model with columns for FY11 Actual, FY12 Actual, FY15 Forecast, FY16 Forecast, FY17 Forecast, and FY18 Forecast. The data includes Revenues, EBITDA, and EBITDA%. Two bar charts are visible: "Historical figures" for FY11 and FY12, and "Forecast period" for FY15 through FY18. The EBITDA% is shown as a line chart with data labels.

	FY11 Actual	FY12 Actual	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
Revenues	177,203	188,618	242,686	261,910	282,658	305,049
EBITDA	20,317	21,200	30,494	32,705	35,091	37,666
EBITDA%	11.5%	11.2%	12.6%	12.5%	12.4%	12.3%

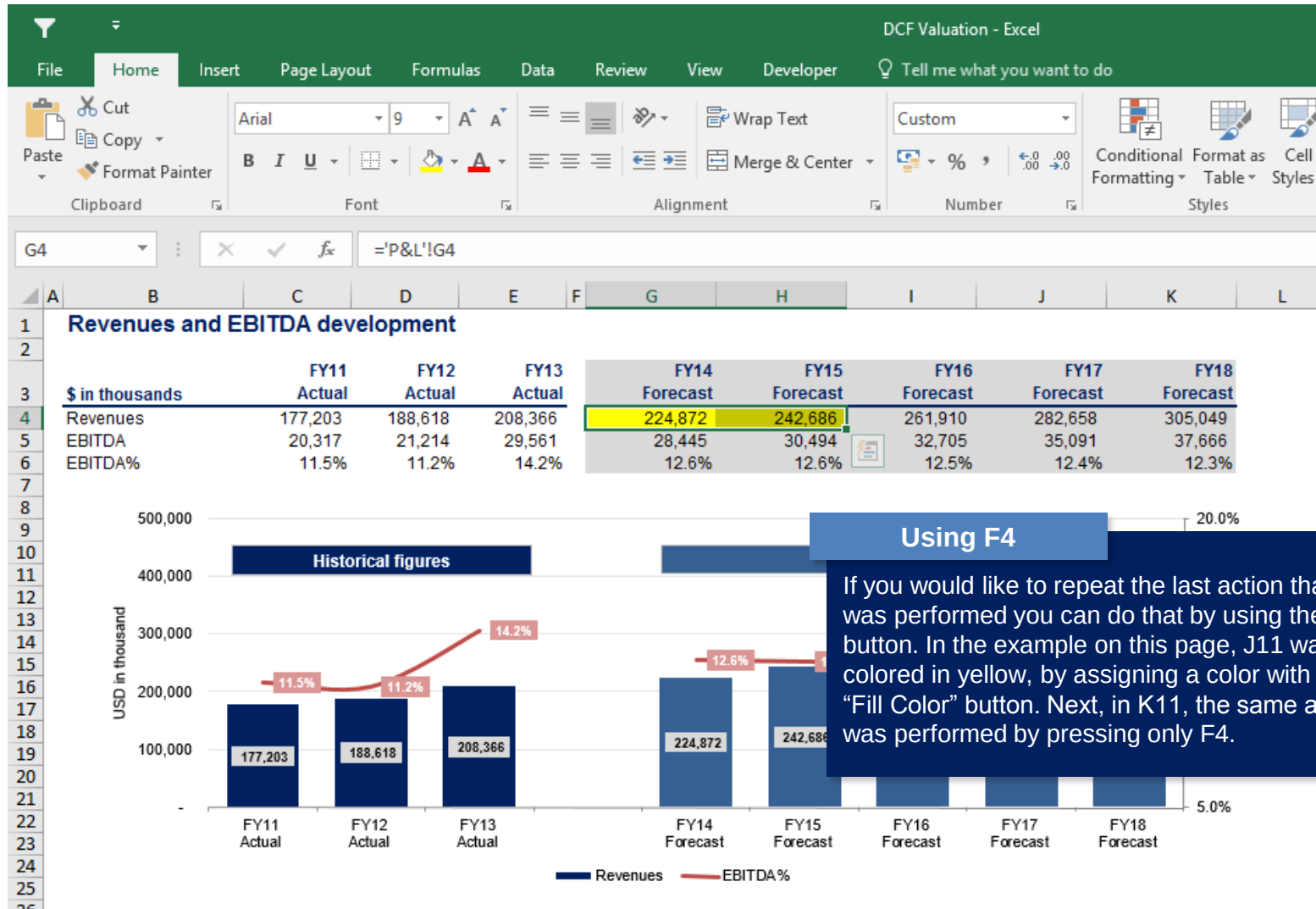
Format Cells

[illegible]

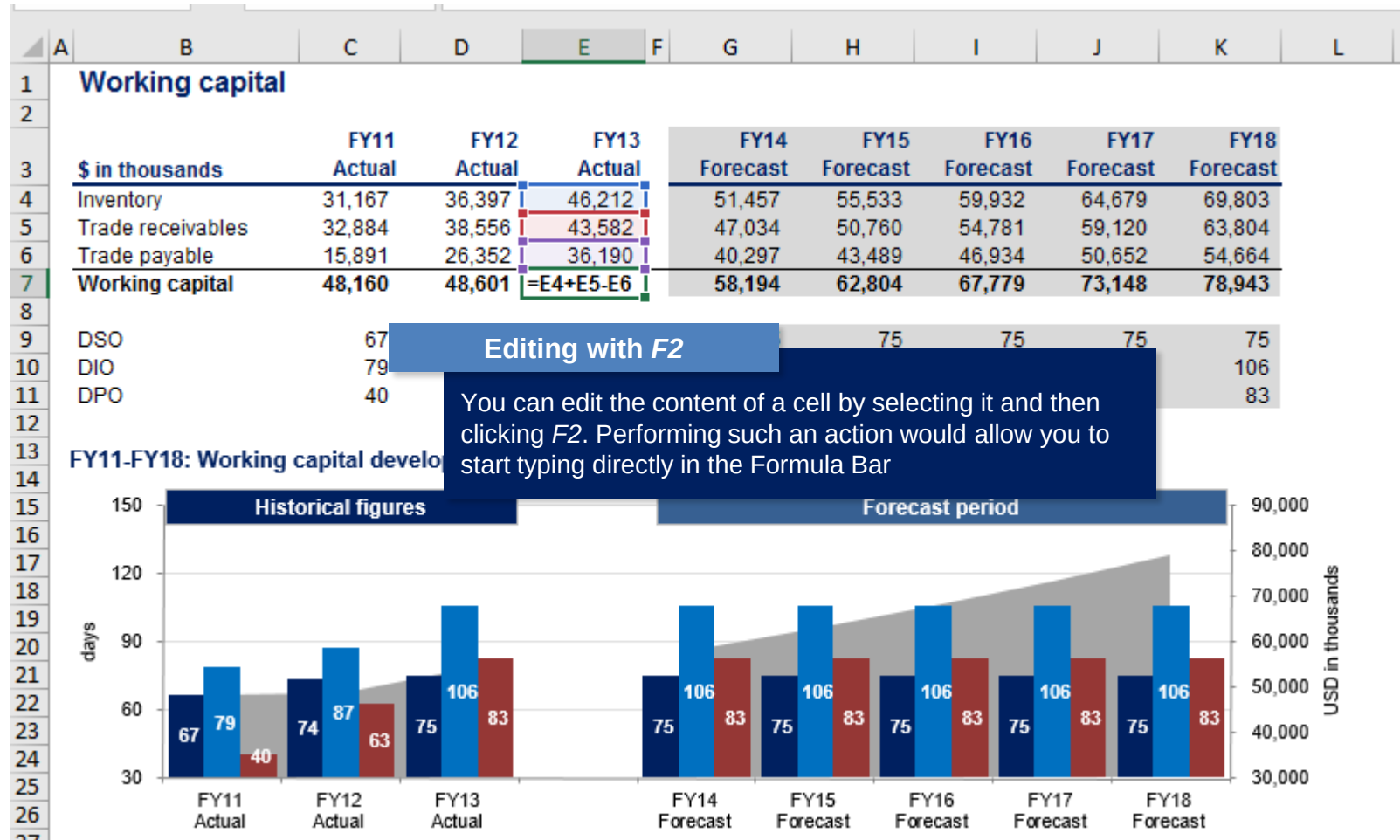
Within the Format Cells menu, we can select from a variety of formatting options. In the first tab “Number”, we can change the appearance of a number without changing the number itself. We can select whether to represent a certain number as a number, currency, text, date, assign a custom formatting etc. In the other tabs we can find options regarding the alignment, font, borders and the fill of the selected cell/cells. We will see many practical examples of how the Format Cells menu is used, throughout the course



Repeat the last action (F4)



Editing a cell's content



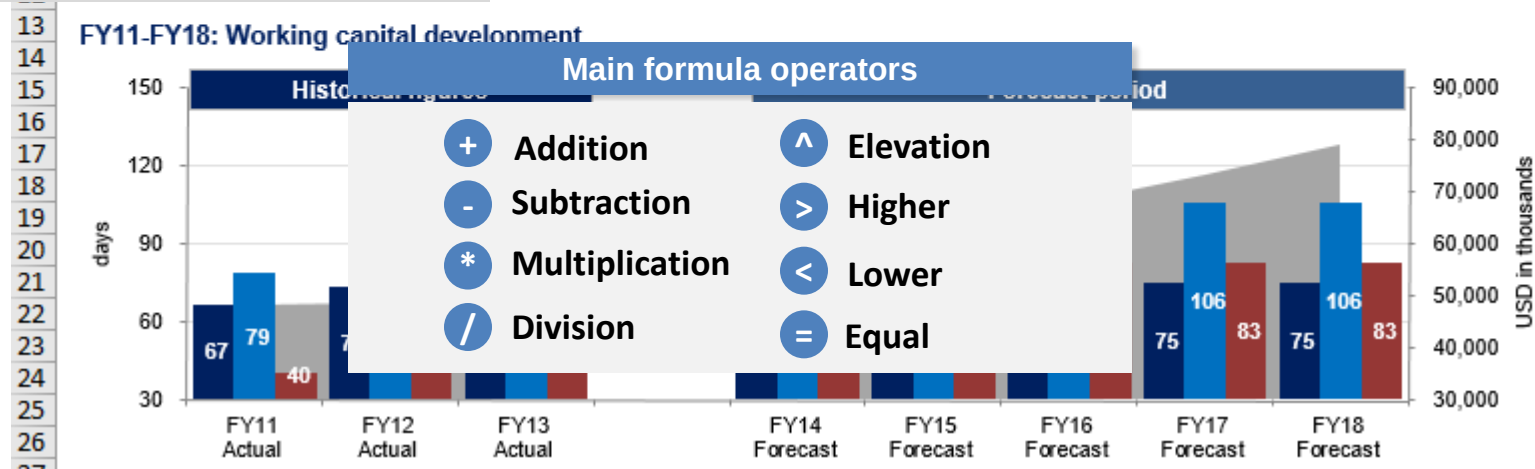
Creating an Excel formula

	A	B	C	D	E	F	G	H	I	J	K	L
1		Working capital										
2												
3			FY11	FY12	FY13		FY14	FY15	FY16	FY17	FY18	
		\$ in thousands	Actual	Actual	Actual		Forecast	Forecast	Forecast	Forecast	Forecast	
4		Inventory	31,167	36,397	46,212		51,457	55,533	59,932	64,679	69,803	
5		Trade receivables	32,884	38,556	43,582		47,034	50,760	54,781	59,120	63,804	
6		Trade payable	15,891					43,489	46,934	50,652	54,664	
7		Working capital	48,160							73,148	78,943	

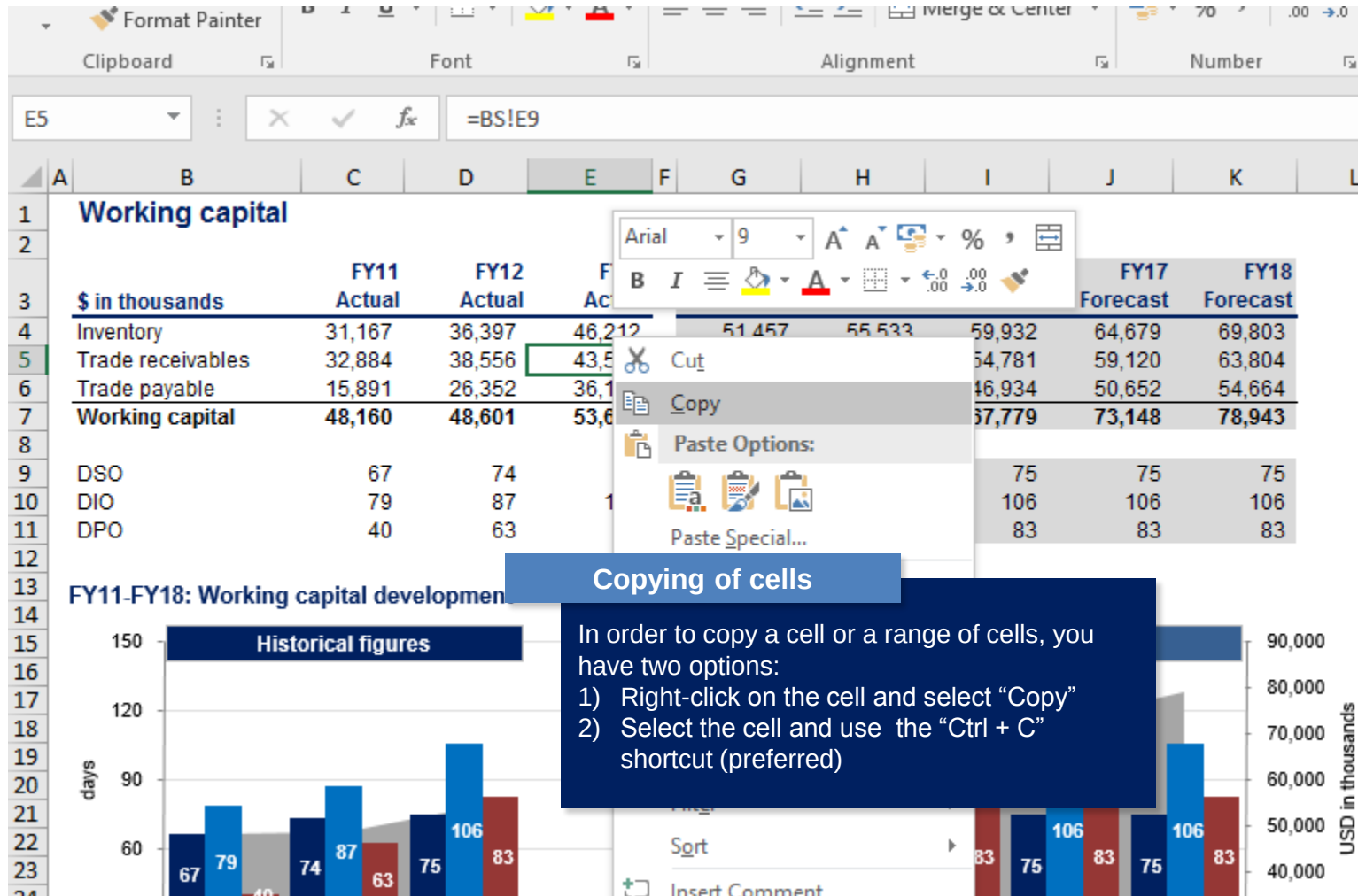
Create an Excel formula

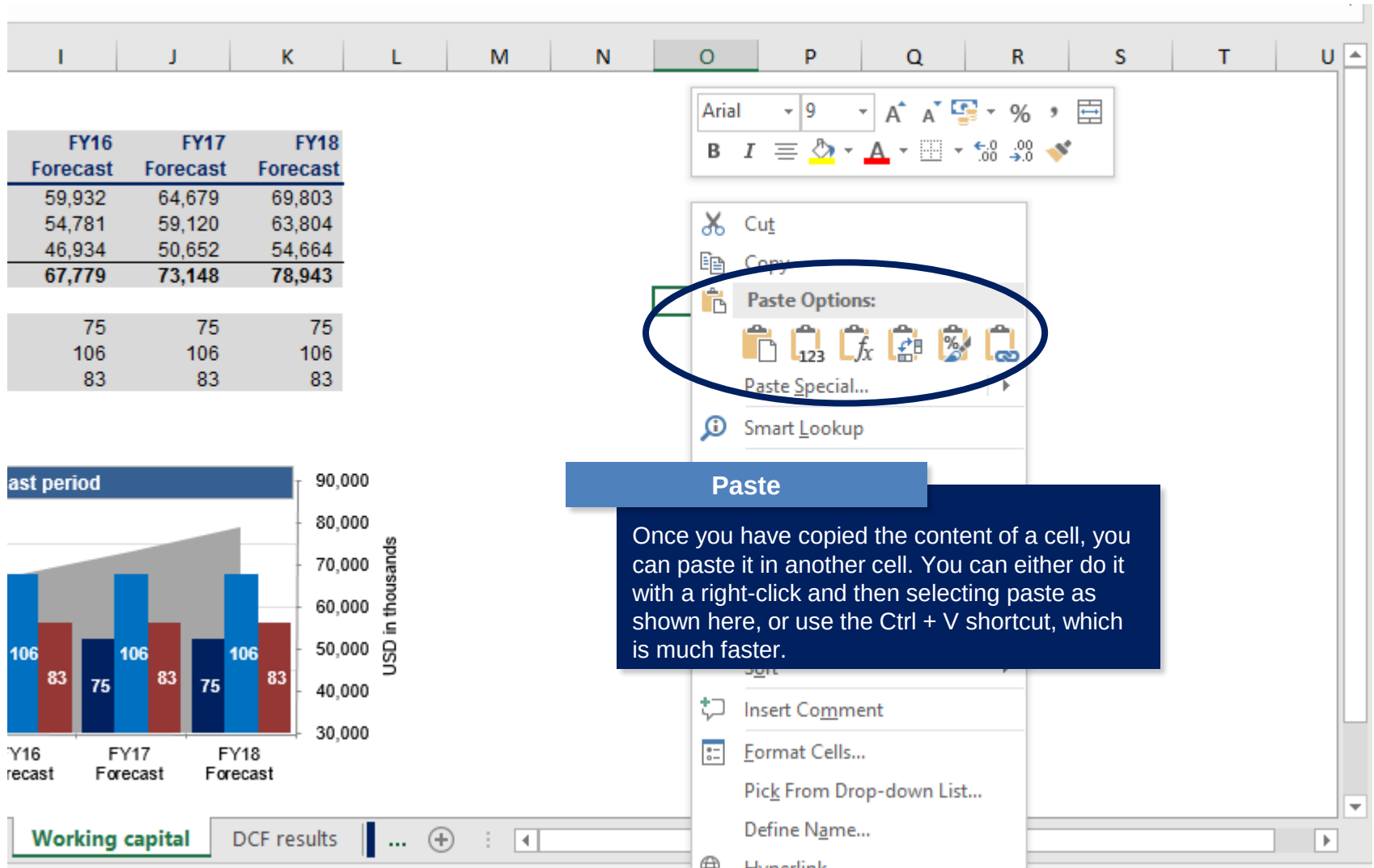
Type equal ("="), select the cells for which you would like to carry out the operations, and introduce the necessary operators (in this example "+")

Type "=" or "+" at the beginning of your formula. By doing this, Excel understands that you would like to create a formula and not just type text



Copying of cells





The screenshot shows an Excel spreadsheet with columns I through U. A context menu is open over a cell in column O, showing options like Cut, Copy, Paste Options, Paste Special..., and Smart Lookup. The 'Paste Options' section is circled in blue, displaying icons for Paste (all), Paste Values (123), Paste Formulas (fx), Paste All Formats (A), Paste Values and All Formats (A with 123), and Paste Formulas and All Formats (fx with A). Below the menu, a blue box contains the text: 'Paste. Once you have copied the content of a cell, you can paste it in another cell. You can either do it with a right-click and then selecting paste as shown here, or use the Ctrl + V shortcut, which is much faster.'

FY16 Forecast	FY17 Forecast	FY18 Forecast
59,932	64,679	69,803
54,781	59,120	63,804
46,934	50,652	54,664
67,779	73,148	78,943

75	75	75
106	106	106
83	83	83

Bar chart showing USD in thousands for FY16 recast, FY17 Forecast, and FY18 Forecast. The chart displays three bars for each period: 106 (blue), 83 (red), and 75 (dark blue).

Working capital DCF results

	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
--	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

FY12	FY13	FY14	FY15	FY16	FY17	FY18
Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
397	46,212	51,457	55,533	59,932	64,679	69,803
556	43,582	47,034	50,760	54,781	59,120	63,804
352	36,190	40,297	43,489	46,934	50,652	54,664
601	53,604	58,194	62,804	67,779	73,148	78,943
74	75	75	75	75	75	75
87	106	106	106	106	106	106
63	83	83	83	83	83	83

ient

Paste Special (Alt + E + S)

The Paste Special dialog box (which you can open by using the “Alt + E + S” shortcut) provides many pasting options. For example, you can choose to paste only the formulas of the copied cells, paste the values of the copied cells, or paste only the format of the copied cells etc.

USD in thousands

Paste Special

Paste

☒ All
 ☐ Formulas
 ☐ Values
 ☐ Formats
 ☐ Comments
 ☐ Validation

☐ All using Source theme
 ☐ All except borders
 ☐ Column widths
 ☐ Formulas and number formats
 ☐ Values and number formats
 ☐ All merging conditional formats

Operation

☒ None
 ☐ Add
 ☐ Subtract

☐ Multiply
 ☐ Divide

☐ Skip blanks
 ☐ Transpose

Paste Link

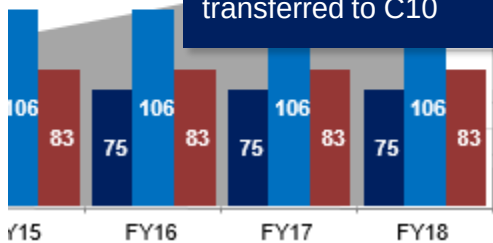
OK

Cancel

	H	I	J	K	L	M	N
	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast			
	55,533	59,932	64,679	69,803			
	50,760	54,781	59,120	63,803			
	43,489	46,934	50,652	54,603			
	62,804	67,779	73,148	78,903			
	75	75	75	75			
	106	106	106	106			
	83	83	83	83			

Cut (Ctrl + X)

Forecast



Cut allows you to move a cell's content from one location to another. You need to select the Cut command as shown here, or use the "Ctrl + X" shortcut (preferred). Once you do that, you can paste the cell's content in another cell (C10 in the example to the right). As you can see, the content of the cell which was in C7 transferred to C10

The screenshot shows the Excel ribbon with tabs N, O, P, Q, and R. The 'Cut' command is highlighted in the 'Paste' group. The ribbon also shows the 'Font' group with options for font face (Arial), size (9), bold (B), italic (I), and text color (A). The 'Cut' command is shown with a scissors icon and the text 'Cut'.

Undo & Redo

The Undo feature of Excel allows you to quickly correct mistakes. On the other hand, the Redo button lets you Redo what has been previously Undone. It is worth memorizing the shortcuts for the two commands: Undo ("Ctrl + Z") and Redo ("Ctrl + Y")

DCF Valuation - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Undo Paste (Ctrl+Z)

Clipboard

M5

		FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast	
1	Working capital									
2										
3	\$ in thousands									
4	Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803	
5	Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804	
6	Trade payable	15,891	26,352	36,190	40,297	43,489	46,934	50,652	54,664	
7	Working capital	48,160	48,601	53,604	58,194	62,804	67,779	73,148	78,943	
8										
9	DSO	67	74	75	75	75	75	75	75	
10	DIO	79	87	106	106	106	106	106	106	
11	DPO	40	63	83	83	83	83	83	83	
12										
13	FY11-FY18: Working capital development									
14										
15	150	Historical figures		Forecast period						90,000
16	120									80,000
17										70,000
18										60,000
19										

See BS Assumption

Select an area of cells

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, and Number. The active cell is D4, and the formula bar shows the value 'a'. A range of cells from D4 to F6 is selected, containing the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4				a	b	c						
5				d	e	f						
6				g	h	i						
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												

Select cells (Shift + Arrow key)

You can easily select cells by pressing shift and navigating with the arrow keys through the cells of the spreadsheet